ATTACHMENT A:

REQUEST FOR QUOTE FOR
ENVIRONMENTAL PROTECTION AGENCY'S
ENERGY STAR IT Infrastructure, Products Website, and Maintenance

GSA EBUY RFQ Number: RFQ1284360

Instruction to Offerors (ITO)

I.   REQUIREMENT

The Environmental Protection Agency (EPA) is requesting price and technical quotes from contractors on GSA Schedule 70 for the work outlined in the attached Statement of Work (SOW) entitled "ENERGY STAR IT Infrastructure, Products Website, and Maintenance".

The NAICS is 541512 Computer Systems Design Services has a size standard of $27.5 million. The vender shall be registered in SAM.gov prior to award.

The government will award a single delivery order to the contractor whose offer conforms to this request and is most advantageous to the government, price and other factors considered.

This RFQ requirement includes a base contract period of performance of 365 days and two option periods of 365 days each. The total period of performance shall not exceed three (3) years.

For this requirement, EPA will be evaluating and awarding this requirement as a Best Value Trade Off procurement.

The government intends to issue an award no later than 30 May 2018. The contractor is required to start work within seven (7) days of contract award date. The POC for this requirement is Megan M. McMullen and can be reached at McMullen.Megan@epa.gov.

II.   QUOTE INSTRUCTIONS:

The technical offer must be no longer than 15 pages and must address the following:

Factor I: Technical

Element I: Approach
The offeror shall provide a written discussion that demonstrates an understanding and knowledge of key policy, technical, and marketing issues related to the contract activities as presented in the SOW, the capability and approach to planning, organizing, and ability

to perform those same contract activities at the beginning of the estimated award date. List personnel to be assigned to each task. Specify if any personnel are subcontractors.

Element II: Relevant Experience
Offerors shall submit experience that demonstrates the relevant experience in providing the types of support services described, similar in size and scope, including experience in supporting federal government agencies in the relevant areas described in the SOW.

Factor II: SCHEDULE

The government intends to make an award no later than 30 May 2018. The contractor shall demonstrate an ability to meet the government's start date of 06 June 2018 by submitting a project management plan (PMP).

Factor III: PRICE

The Contractor shall provide a price quote in accordance with the attached Price Schedule (Attachment C).

III.   EVALUTION CRITERIA:

The Contractor's quote will be evaluated to determine how well the offer adheres to the requirement of the SOW and the criteria listed in the ITO.

Factor I: Technical (Best Value Trade Off)

Element I: Approach
Offerors will be evaluated for appropriateness, completeness, and overall quality of the approach to accomplishing the tasks and activities of the SOW.

Element II: Relevant Experience
Offerors will be evaluated on the information presented in their written submission pertaining to all contracts and subcontracts currently in process, or completed within the past three (3) years, which are similar in nature to the requirements described in the SOW. In particular, demonstrated experience in providing timely and accurate technical and market support to federal agencies that design and implement complex energy efficiency programs and tools. Experience in technical support should include back-end IT support for websites, databases, and tools that maintain and showcase certified energy efficient products, including price and availability of products. Experience should also include operating IT systems in accordance with EPA information security policies.

The Government intends to rate Factor I (Technical) as a best value trade off with Factor III (Price). Factor I (Technical) is significantly more important than Factor III

(Price), although price remains an important and significant factor. The Government will assign a rating of Outstanding, Good, Acceptable, Marginal or unacceptable.

Rating	Description
Outstanding	Quote meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Quote meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Quote meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses do not outweigh one another or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal	Quote does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not outweighed by strengths. Risk of unsuccessful performance is high.
Unacceptable	Quote does not meet requirements and contains one or more deficiencies. Proposal is unacceptable for purposes of an award

If any vendors are rated Marginal or Unacceptable, they may not be eligible for an award. The government reserves the right to hold or not to hold discussions.

Factor II: Schedule (Acceptable or Not Acceptable)

Schedule is an important factor for this requirement. The government intends to issue an award no later than 30 May 2018. The offeror will be required to start work no later than 06 June 2018. Offerors will be evaluated based on their offered Project Management Plan (PMP).

The Government intends to rate Factor II (Schedule) as acceptable and not acceptable.

Rating	Description
Acceptable	Quote clearly meets the minimum requirements of the project schedule.
Unacceptable	Quote does not clearly meet the minimum requirements of the project schedule.

If any vendors are rated Unacceptable, they will not be eligible for an award.
The government reserves the right to hold or not to hold discussions.

<u>**Factor III: Price (Best Value Trade Off)**</u>

The Government will evaluate the price quote for reasonableness when compared to the competition and/or the Independent Government Estimate (IGE).

<u>**ATTACHMENT B:**</u>
ENERGY STAR IT Infrastructure, Products Website, and Maintenance Statement of Work

I. Background and Purpose

ENERGY STAR is a voluntary partnership program which promotes energy efficiency in products, homes, and buildings in an effort to reduce greenhouse gas emissions. A large part of the program is the ENERGY STAR label. When placed on products, homes and buildings, the label signifies superior energy efficiency. Beyond the label, ENERGY STAR strives to improve energy performance in buildings and existing homes that may never achieve the label, but can still realize considerable energy savings.

ENERGY STAR delivers the technical information and tools that organizations and consumers need to choose energy efficient solutions and best management practices. These tools include the website at www.energystar.gov, an ENERGY STAR product finder for consumer products (https://www.energystar.gov/productfinder/), the ENERGY STAR Home Advisor tool for homeowners (https://www.energystar.gov/campaign/assessYourHome), and ENERGY STAR Portfolio Manager for commercial building owners/operators (https://www.energystar.gov/PortfolioManager), in addition to many other public resources to help people manage energy information, improve efficiency, and reduce emissions. To support these resources and administer these programs EPA also relies on a number of internal databases and systems that organize information about partnership and facilitate management and reporting.

ENERGY STAR's broad success is dependent on the information technology infrastructure that supports all of these tools, both internal and external. These technical resources must be secure, reliable, and accurate. Specifically, for ENERGY STAR products, the success is focused on successful promotion of energy-efficient products through business partnerships and public outreach. The ENERGY STAR website is critical to implementing these program goals – allowing partners to showcase certified ENERGY STAR products and to facilitate communication with and between our partners and the public to help the sale of ENERGY STAR products; and be the trusted resource for information regarding energy efficiency and climate change for the public.

Under this Task Order, the Contractor shall provide operations and maintenance support for the ENERGY STAR information technology network. The contractor shall work closely with the hosting facility (currently NTT America) to ensure connectivity and continuity of performance and Ace Info Solutions (currently the other general operations and maintenance contractor). The ENERGY STAR system is currently in the operation and maintenance phase. The Contractor shall provide operations and maintenance support to the system through complete life cycle. Note that individual application development is

covered under separate task orders, as appropriate. This task order is also specific to the ENERGY STAR Products website, tools and underlying IT infrastructure. The contractor shall undertake design and development of the ENERGY STAR Products Labeling Website, as well as provide other IT support to maintain and upgrade IT applications, infrastructure and tools.

II. Scope of Work

Task 1:   General Project Administration and Management

The Contractor shall perform routine task order management tasks, including regularly monitoring and maintaining the budget and preparing progress reports.

A weekly meeting shall be used to check in on activities pertaining to all tasks. This shall be an opportunity to discuss ongoing activities, including major releases, and the status of routine updates to the test, staging, and production environments. During this meeting we shall also review a spreadsheet/inventory of licenses to ensure that all required licenses are up-to-date and to check on the process for any needed procurements/renewals. At this time the contractor shall provide any recommendations of needed changes to the hardware, software, network, or database.

The Contractor shall provide a monthly progress report with each invoice detailing achievements and plans. In addition, the contractor shall provide a monthly breakdown of costs by task.

The Contractor shall participate in regular meetings with Ace Info Solutions to the extent they are providing maintenance support (approximately every other month) to coordinate activities related to the production server environment. The Contractor shall also coordinate moving the production equipment from the current location at NTT America to a new location. This work will involve communication with the current facility and the new facility.

Twice a year, the contractor shall provide a System Assessment, which shall include an overview of progress on short term goals in addition to an assessment of longer-term goals (6 months, 1 year, and 2 years out). This System Assessment is important to make sure that longer term activities stay on schedule and to facilitate planning for future work. The System Assessment should include a senior level review of systems as compared with best practices, to identify strengths, weaknesses, and opportunities for improvement.

Table 1 Deliverables for Task 1 – General Project Administration and Management		
Deliverable Number	Description	Date Delivered to EPA
1.1	Weekly Project Meetings	Weekly
1.2	Monthly Progress Report	Monthly, with Invoice
1.3	Spreadsheet Inventory of HW/SW	Updated as needed
1.4	Regular Coordination with Ace Info Solutions	Every Other Month, As Needed
1.5	System Assessment	Twice Per Year

Task 2:   Operations & Management

The contractor shall provide operations and management to support the ongoing availability of the entire ENERGY STAR infrastructure. These tasks are done in coordination with the

NTT America facility, where the hardware for EPA's ENERGY STAR production environment is located. This task also covers the O&M for the staging and test environments, which are located at The Contractor's facilities.

2.1   Hardware

The contractor shall perform all necessary operations to maintain the hardware in the testing, staging, and production environments. This includes anticipating hardware needs, deploying system updates/upgrades as needed, and ensuring all licenses are maintained and renewed when necessary. Hardware O&M activities include (but are not limited to) the following:

- Regular Monitoring of CPU Utilization
- Ongoing System Performance Tuning
- Dell Storage O&M
- Firmware O&M
- Maintenance of NetApps managed storage solution
- Support for UPS, power, and battery needs

These items and all other hardware needs for the ENERGY STAR infrastructure shall be regularly monitored and maintained to ensure the infrastructure is available and reliable 24/7.

2.2   Software

The contractor shall perform all necessary operations to maintain the software in the testing, staging, and production environments. This includes anticipating software needs, deploying software patches updates/upgrades as needed, and ensuring all licenses are maintained and renewed when necessary. Software O&M activities include (but are not limited to) the following:

- Monitoring, maintaining and updating Linux, Cold Fusion, Windows, Web Logic, Business Objects, and NetBackup
- Monitoring, maintaining and updating TCServer and Applications Servers
- Maintaining system load balancers
- Supporting the system migration to cloud based solutions, as appropriate

These items and all other software needs for the ENERGY STAR infrastructure shall be regularly monitored and maintained to ensure the infrastructure is available and reliable 24/7.

2.3   Network

The contractor shall support all of the infrastructure networking needs, monitoring traffic and connectivity to ensure that all aspects of the network work seamlessly together. This include anticipating network needs, deploying network system patches/updates as needed and ensuring all licenses are maintained and renewed when necessary. Specific network features to be maintained under this task include (but are not limited to) the following:

- Switch Administration
  - Dell & Cisco Managed Layer 3 Switches
- VPN Administration
- Port Management
- Network performance monitoring
- IP Management (IPv4/Iv6 address allocation, routing)

- Weekly server reboots during the designated maintenance window

These items and all other network needs for the ENERGY STAR infrastructure shall be regularly monitored and maintained to ensure the infrastructure is available and reliable 24/7. The Contractor shall be able to respond within 30 minutes 95% of the time during critical periods.

2.4   Database

The contractor shall maintain the database(s) that support the entire ENERGY STAR infrastructure, making sure the databases are accessible, available, and efficiently organized to support all applications. This includes anticipating database needs, deploying database patches, updates and upgrades as needed, and ensuring that all licenses are maintained and renewed when necessary. Specific database features to be maintained under this task include (but are not limited to) the following:

- Maintaining, administering, and optimizing databases
  - MySQL, Oracle Standalone, and Oracle RAC
- Capacity planning and resource management
- Backup Planning and Administration
- Database User Administration
- Database performance monitoring
- SQL Tuning
- DB Link Management

Table 2 Deliverables for Task 2 – Operations and Maintenance		
Deliverable Number	**Description**	**Date Delivered to EPA**
2.1	License Renewals	As needed, all product and support licenses are renewed for the staging and test environments *(note that this Deliverable covers license renewals for staging and test only. Any renewals associated with production fall within the scope of Task 5)*
2.2	Upgrades and Patches	As needed, all software patches, upgrades, and updates are deployed to the staging, test, and production environments
2.3	Procurement	As needed, hardware, software, network, and database products are purchased and deployed to the staging and test environments. *(note that any procurement of new hardware of software for the EPA Production environment shall occur within Task 5)*

Task 3:   System Security Administration

The contractor shall develop and carry out a cybersecurity strategy for maintaining the performance, integrity and availability of the network. The ENERGY STAR network holds a diverse set of data about ENERGY STAR partners and products which must be secure and protected. Similarly, it is critical to preserve the integrity of public facing tools and resources such as the website, Portfolio Manager, the Product Finder and the Home Advisor. If these tools are compromised it jeopardizes the integrity of the entire ENERGY STAR program.   System security can be defined according to two tasks.

3.1   Information Assurance

It is important that the security protocols of the network be appropriately documented in

accordance with EPA policy and demonstrate compliance with NIST, FISMA, and other protocol. This task shall include all documentation and control review to demonstrate compliance. This task also covers the maintenance of the System Security Plan, which is a living document that must be updated as needed. Under this task the contractor shall assist in responding to any agency questions regarding the system security procedures and protocol. This task shall include but is not limited to the following:

- Updating the System Security Plan as needed
- Coordinating with the project officer to complete the agency's security profile in XACTA
- Documenting all system controls and control review
- Assisting the project officer with documentation regarding system protocol for any other agency calls/review.

3.2   Security Operations
The contractor shall implement all of the security controls in accordance with the security plan, and shall actively monitor the entire network to insure system security, integrity, and reliability.   Most importantly, this includes monitoring the system and responding to any and all threats as needed. Responding to incidents includes not only the actions taken to secure the ENERGY STAR network, but also ensuring that all incidents are fully documented and reported to the agency, as needed. This task shall include but is not limited to the following:

- Maintaining the system firewall
- Responding to incidents to secure data, protect data integrity, and maintain system reliability
- Taking actions necessary to block any attempted intrusions
- Reporting any incidents to the agency, per official procedures

Table 3 Deliverables for Task 3 – System Security Administration		
Deliverable Number	Description	Date Delivered to EPA
3.1	Security Plan	Twice per year the Plan shall be reviewed and updated, with additional updates as needed based on incidents, agency requirements, or other changes
3.2	XACTA Documentation	Quarterly review and update, with additional updates as requested/required by the agency
3.3	Incident Report	As needed, in the event of an incident (attack, attempted attack, etc.)
3.4	Supplemental Agency Documentation	As needed

Task 4:   Customer Support
The ENERGY STAR network supports a broad spectrum of tools and resources that are developed and managed under separate task orders. These include (but are not limited to) the ENERGY STAR website, the Product Finder, the Home Advisor, and Portfolio Manager. Under this Task Order, the contractor shall be responsive to the questions, concerns, and issues that arise from these other projects. The contractor shall coordinate with the other project managers with respect to any questions, concerns, and needs related to:

- Releases of code to the test, staging, or production environments
- Issues with system performance in the test, staging, or production environments
- Issues with underlying infrastructure or software that affect the reliability and integrity of technical tools and online products in the test, staging, or production environments
- Network accessibility (and management of roles/access levels) for all users (i.e. system accounts, access, passwords, etc.)

The contractor must be responsive to requests from these other system users, because they represent the public-facing aspect of ENERGY STAR, which is the ultimate purpose of the ENERGY STAR network overall. The contractor shall assist with all questions that come in from system users to ensure a timely resolution. Each request shall be documented in our online tracking system, called JIRA.

Table 4 Deliverables for Task 4 – Customer Support		
Deliverable Number	**Description**	**Date Delivered to EPA**
4.1	Create JIRA Card	As needed, one card per user request/question
4.2	Resolve JIRA Card	Within 2 weeks of creation *(if this is not possible, updates should be added on a weekly basis)*

Task 5:   Procurement for EPA's Production Environment

This task shall cover the routine procurement and renewal of hardware and software licenses, support packages, and warranties. The renewal of these services would be procured *on behalf of EPA who is the owner of these hardware and software products*. EPA retains ownership of these package renewals for the entire term specified in the contract, which is independent of the Period of Performance for this Task. For example, if support for Oracle is renewed and the terms of the renewal cover June 2018 through May 2019, **EPA retains the right to that support**, even though it extends beyond the POP of this specific task order.

The statuses of these products should be inventoried under Deliverable 1.3 (see above). The Contractor is expected to monitor the status of all of these items to ensure that coverage is renewed prior to expiration.

In addition to these renewals, this task shall cover the purchase of new hardware and software for EPA's production environment. New hardware may be needed in the event than an old piece of hardware must be retired, or in response to system growth and expansions. New software purchase may accompany hardware purchases and or may be necessary to take advantage of new solutions, such as new software that enables us to improve virtualization or firewall strategies. When new hardware or software is purchased, the Contractor is **purchasing these products on behalf of the U.S. EPA, and EPA shall retain ownership of the products** independent of the Period of Performance of this specific task order. That is, if a new server is purchased, EPA is the owner of that server, and may take control of it for another purpose at any time.

Table 5 Deliverables for Task 5 – Procurement for EPA's Production Environment		
Deliverable Number	**Description**	**Date Delivered to EPA**

5.1	Renewals	As needed, to avoid lapse in coverage for existing HW/SW licenses, support packages, and warranties
5.2	New Purchases	As needed, to support the growth of the Production Infrastructure and the ENERYG STAR program.

Task 6: Hosting for EPA's Production Environment

The Contractor shall secure and provide new hosting and colocation facilities for the production infrastructure as directed by the COR. For purposes of estimating this cost, the Contractor should plan on securing space for two racks of equipment, burstable bandwidth of 15 Mpbs, 4 20 Amp 120 volt power circuits and other support as needed. The Contractor shall also facilitate moving and setting up ENERGY STAR infrastructure in the new facility.

Task 7: ENERGY STAR Products Web Development and Maintenance

The Contractor shall undertake design and development of the ENERGY STAR Products Labeling Website. Elements of this task include:

Maintenance of the ENERGY STAR Products Web Site:
In general, the Contractor shall work with EPA and designated EPA Contractors to develop and refine content, including: partner list updates; posting of success stories, award winners, product and service provider and finance directory additions; as well as minor edits, as needed.

- **Development and Maintenance of the ENERGY STAR Products Web Site to include**:
- Working with the EPA TOM to provide support for updates and maintenance to pages, as needed. This includes O&M support, as identified.
- In keeping with an Agency mandate to remove all Cold Fusion coded pages from the EPA's website, the Contractor will work with the EPA TOM to complete either the conversion or removal of any CFM pages to Drupal, as well as work to remove orphan pages.
- The Contractor will work with the EPA TOM to continue to revamp ENERGY STAR product pages to make them more appealing for consumers and increase reach of the ENERGY STAR website. This work continues the previous work to cross-market the educational content on our website, providing a one-stop shop for product information, rebates/special deals and store location and pricing information.
- Creation of additional tools and processes to more efficiently perform maintenance updates, as budget allows.
- Provide electronic usage logs or reports on weekly and monthly basis.
- Meetings: The Contractor shall meet with EPA by phone weekly. Dependent on the activity, bi-weekly calls may be necessary.

- **Reporting and Tracking**
  - As evaluation of our tools and resources grows in importance, the Contractor will work with EPA to identify areas where we need to add code to track various elements of the tools. Of particular interest is the Ways to Save Tips tool, My ENERGY STAR, Most Efficient pages, promotion pages, newly designed product landing pages and others to be defined as the items are. EPA will define tracking elements and events for the Contractor to be included in the Monthly Web Reports.
  - Contractor will participate in monthly Evaluation meetings focused on data from

Google Analytics for the site to help EPA determine potential enhancements and changes to increase traffic to the site.

- **ENERGY STAR Products Site Mobile Enhancements and Development**
  - o The Contractor will work with the EPA TOM to identify areas across the ENERGY STAR Products site for mobile conversion, beyond the already implemented responsive design.
  - o At the direction of the EPA TOM, work to enhance the mobile user experience based on location data that is available. This includes making product data available based on the user's retail environment location. The plan for this work will be developed under a different task order, but the web implementation and programming will be done under this task order, as directed by the EPA TOM.
  - o Create a mobile-friendly version of the Most Efficient product listings.

- **My ENERGY STAR Web Platform and ENERGY STAR Campaign support for 2018**
  - o Continue small enhancements to the My ENERGY STAR web platform:
    - ▪ Provide continued support (e.g., additional baseball cards, data enhancements, support for seasonal initiatives, explore and begin process to make site mobile, build interface to allow partners ability to choose their preferred featured cards for their page)
    - ▪ Develop tool enhancements to leverage My ENERGY STAR with 3rd party organizations that provide services to utilities
    - ▪ Work with team at EPA to identify and implement integration of social media with web
    - ▪ Support for Web services to receive and send data from and to partners for My ENERGY STAR customized and branded content (i.e., tips, savings metrics, My ES cards) allowing content to stay fresh through dynamic changes.
    - ▪ Continue to provide technical support for partners who need help with customizing the new Ways to Save Tips Tool, in a timely manner, as needed.
    - ▪ Providing additional support on collaborative efforts between EPA and partners as identified and budgeted for.
    - ▪ Other campaign support items as identified and budget allows for.
    - ▪ Support for Mass mailer/newsletters – estimate 12 large and 12 small mailings.

Task 8:   ENERGY STAR Products IT Applications and Tools Development and Maintenance

The Contractor shall maintain and upgrade IT applications and infrastructure for ENERGY STAR products as identified by the Task Order COR. Elements of this task include:

1. Maintaining and updating web services for QPX, including user support, quality assurance testing, data warehouse management, and data quality checks. For purposes of estimating work, the contractor should estimate for:
   a. Integrating new web services for new specifications – 1-2 estimated
   b. Integrating new web services for revised specifications – 15-20 estimated
   c. Updating existing web services – 10-15
2. Maintaining and updating ENERGY STAR datasets and associated product finder tools and applications. Includes updates to datasets. For planning purposes, the contractor should estimate for updates to datasets and all associated applications for all

specifications with new or updated web services. This work includes maintaining the rebate finder and DIME applications.

3. Maintaining support for developers using APIs (General)
4. Designing and developing the infrastructure and applications needed to track changes to data sets and find historical information on certified models, including information on why products are no longer listed.
5. Maintaining added price and location information for Most Efficient and Best Value Finder products available in retail stores. This includes harvesting price and location data from retail websites and deploying the infrastructure for adding this information to the Most Efficient pages, Best Value Finder pages, and Product Finder pages.
6. Maintaining the Best Value Finder tool, including tips and price and location information.
7. Improving the retail engine that provides price and location information to make it faster and more responsive, add new product categories (2-3), add more retailers (3-5), and improve the processes towards greater automation.
8. Integrating retail data into the product finders for 1-2 product categories and updating the desktop and mobile experience similar to that provided for the Best Value Finder.
9. Enhancements to ESLB pages to promote consumer engagement (e.g. sign ups) and manage consumer data. Enhancements could include:
   - Cross marketing of compelling tools across key web pages
   - Offering services with compelling benefits that incent consumer engagement (ways to save, rebates, etc.)
   - Customize content based on consumer interaction and profiles established through those interactions (pages visited, products selected, actions taken, etc.)
   - Leverage partners to drive traffic to ESLB pages – expanding our audience of potential engagement prospects
   - Develop of systems to manage consumer data, e.g. Customer Relations Management system

   For budgeting purposes, Contractor shall assume that enhancement support will include planning specific projects only and that additional funding will be added once projects are defined. The Contractor shall plan to meet weekly to determine the best way to integrate information on both the front end for website users and on the back end for easy maintenance for both product finder and rebate finder tools.

III. <u>OTHER REQUIREMENTS</u>

Reporting Requirements (Form of Deliverables)
For purposes of Tasks 1-6, which focus on the ENERGY STAR network, this includes a broad spectrum of hardware, software, networking, and database activities. Therefore, a huge component of many "deliverables" is a working infrastructure that is available, reliable, and secure. This can be seen through the public-facing parts of the network (websites and online tools) as well as on the back-end, such as through business objects queries. At EPA's request The Contractor should also be able to provide access to any software/database/network code directly in an electronic format.

The requirements and work tracking proceed in two online tools: Confluence and JIRA. The information included in these tools should be available to EPA online. At EPA's request The Contractor should be able to provide this content in an offline format, which would consist of all attachments (PDFs, Excel, Word, PNG, Jpeg, and other files) in addition to the web content in a test based format, as appropriate.

All other deliverables shall be delivered electronically as attachments to Email in the appropriate format. All materials developed under this task order are the property of EPA; the Contractor may not claim copyrights.

Data Transferability
The data collected as part of the operations and maintenance of the ENERGY STAR network must be capable of being quickly, easily, and reliably transferred by authorized individuals to and from the most commonly used database systems.

Security and Access
EPA defines all Agency information as sensitive. The Contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures.

IV. EPA CONTRACTING OFFICERS REPRESENTATIVE

The primary COR shall be Kathleen Vokes and the alternate COR shall be Denise Minor-Hoes. Their contact information is as follows:

Name	Kathleen Vokes	Denise Minor-Hoes
Role	COR	Alternate COR
Office	OAR/OAP/CPPD/ESLB	OAR/OAP/CPPD/ESLB
Address (Mail)	1200 Pennsylvania Ave, NW (MC 6202A) Washington, DC 20460	
Physical Location (FedEx)	1201 Constitution Ave NW Washington, DC, 20460	1201 Constitution Ave NW Washington, DC, 20460
Phone	202-343-9019	202-343-9491
email	vokes.kathleen@epa.gov	durrett.denise@epa.gov

PROVISIONS & CLAUSES

The following provisions and clauses are incorporated into the RFW and/or the resulting task order:

-Printing (EPAAR 1552.208-70)
-Organizational Conflicts of Interest Notification (EPAAR 1552.209-70)
-Organizational Conflicts of Interest (EPAAR 1552.209-71)
-Organizational Conflicts of Interest Certification (EPAAR 1552.209-72)
-Notification of Conflicts of Interest Regarding Personnel (EPAAR 1552.209-73)
-Compliance with EPA Policies for Information Resources Management (EPAAR 1552.211-79)
-Payments Fixed Rate Service Contract (EPAAR 1552.232-71)
-Screening Business Information for Claims of Confidentiality (EPAAR 1552.235-70)
-Treatment of Confidential Business Information (EPAAR 1552.235-71)
-Release of Contractor Confidential Business Information (EPAAR 1552.235-79)
-Contract Publication Review Procedures (EPAAR 1552.70)
-Technical Direction (EPAAR 1552.237-71)